

## FBLA PILOT COMPETITIVE EVENTS--MICROSOFT EXCEL 2010 AND WORD 2010

Certiport Inc. is pleased to announce **Microsoft Office Specialist (MOS)** certification exams in Excel Core 2010 and Word Core 2010 are now official competitive events for the 2015 NLC in Chicago, IL.

FBLA Competitive Event Name	Qualifying MOS Certification Exams	FBLA NLC Competitive Event Exams
Microsoft Office Specialist Excel	MOS Excel 2010 Core Exam	Excel 2010 Expert Exam
Microsoft Office Specialist Word	MOS Word 2010 Core Exam	Word 2010 Expert Exam

## HOW IT WORKS

FBLA student members must register as a *Certiport Testing Candidate* and take a *Qualifying MOS Certification Exam* to participate in the new competitive events for Microsoft Word and Excel. Each state is allowed to submit the top three participants scoring the highest in each test for national competition.

1. Register as a *Certiport Testing Candidate*.
  - a. Visit [www.certiport.com](http://www.certiport.com).
  - b. Select “Register” and complete the *User Registration* process to setup a Certiport Testing Candidate Profile.
  - c. **CRITICAL:** Within the User Registration process, students MUST identify themselves as a member by selecting “FBLA” in the **Student Organizations** field. Also, be sure to check the box confirming that you authorize Certiport to contact you via email regarding promotional offers and events.
  - d. If you already have a Certiport Account, update your profile to indicate your FBLA affiliation.
    - i. Visit [www.certiport.com](http://www.certiport.com)
    - ii. Login using your Username and Password
    - iii. Select “My Profile” at the top margin of the Certiport page
    - iv. Select the “Profile” tab
    - v. Click the “Edit” button at the bottom of the page
    - vi. Ensure “Student” is selected under Status
    - vii. **CRITICAL:** Select “Yes” for “Are you affiliated with any national student organizations?”
    - viii. Check the box next to “FBLA.”
    - ix. Click the “Submit” button at the bottom of the page.

2. You may take both of the 2010 MOS certification exams (MOS Excel 2010, MOS Word 2010 core exams) at your school from **August 1, 2014** to **March 31, 2015**.<sup>\*</sup> However you may only compete in one of the events at the 2015 NLC.
  - a. Students who have taken either of the eligible MOS certification exams prior to reading this announcement can register their completed exam(s) for NLC Competitive Event consideration by updating their *Certiport Testing Candidate Profile*. This action must be completed by March 31, 2015.
    - i. Visit [www.certiport.com](http://www.certiport.com).
    - ii. Login using your *Username* and *Password*.
    - iii. Select “My Profile” at the top margin of the Certiport page.
    - iv. Select the “Profile” tab.
    - v. Ensure “Student” is selected under *Status*.
    - vi. **CRITICAL:** Select “FBLA” in the **Student Organizations** field.
  - <sup>\*</sup> *Students may test as many times as permitted by the school adviser during the Qualification Period (August 1, 2014 through March 31, 2015). Certiport will use the highest score for NLC Competitive Event qualification.*
  - b. In the event your school does not offer MOS Certification exams as part of its curriculum:
    - i. Advisers are encouraged to contact Certiport to learn about special MOS certification exam offerings to FBLA Chapters.
      1. Visit [www.certiport.com/fbla](http://www.certiport.com/fbla)
        - a. Cap the cost of certifying your members. Now you can afford to implement testing across all of your programs and courses with the K-12 Classroom Site License from Certiport.
      2. [Contact Certiport](#) to learn more.
    - ii. Students can locate and test at a public *Certiport Authorized Testing Center (CATC)*.
      1. Visit [www.certiport.com](http://www.certiport.com).
      2. Select “Locate a Testing Center” under the *Test Candidates* tab.
      3. Note: Certification testing fees apply at public CATCs.
3. On **April 11, 2015**, FBLA and Certiport will announce THREE QUALIFIERS for each event from each state, who will then be invited to compete at the 2015 NLC in Chicago, IL.
  - a. Hence, each state can potentially send 6 students to the 2015 NLC:
    - i. 3 for Microsoft Office Excel 2010
    - ii. 3 for Microsoft Office Word 2010
4. At the 2015 FBLA NLC in Chicago, IL, FBLA and Certiport will administer **Excel 2010 Expert** and **Word 2010 Expert** certification exams to competing students in FBLA’s onsite testing lab.

- a. Winning criteria for each event will be based on exam high score first; then lowest exam time for any potential tie-breakers.
5. 2015 Microsoft Office Specialist U.S. National Championship
- a. From **August 1<sup>st</sup> 2014 to March 31, 2015** FBLA students who follow the registration process as outlined above (Steps 1 thru 2) will also have the opportunity to qualify to participate in the Microsoft Office Specialist U.S. National Championship.
  - b. The top two scoring students in Excel 2010 and Word 2010 during the purposed time period will qualify to participate in the 2015 MOS U.S. National Championship. Winning criteria for each application will be based on exam high score first; then lowest exam time for any potential tie-breakers.

*Questions, please contact Certiport at 1.888.999.9830.*